

Work Group: KEN IT Coordination Committee

Date	8/9/06	Time	3:00pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	Rm. 924-Plaza Twr.	Call-In #	502-564-1846

Agency / Attendees / Role

Educ.	Ann Riggs	Committee Member
COT	Mike Inman	(on behalf of Committee Member Tom Ferree)
CPE	Allen Lind	Committee Member
KDE	David Couch	Committee Member
ConnectKy	Brian Mefford	Committee Member
EPSB	Scott Smith	Committee Member
Educ.	Liz Stafford	Guest
KET	Mike Clark	Guest
COT	Brad Watkins	Guest
KCDHH	Virginia Moore	Guest
KDLA	Skip Hunt	Guest
OEA-LRC	Sabrina Olds	Guest
UK	Doyle Friskney	Guest
CPE	Miko Pattie	Chairperson, Application Subcommittee
Commerce Cab.	Andrew McNeill	Guest

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	July 26th Minutes Approved	Decision(s)
2	Minutes were approved after it was suggested that we distinguish between the IT Committee Members and the Guests on the attendee list.	Al motioned and Brian seconded the motion to approve minutes with changes for the July 26 th meeting.

Item:	Network Subcommittee	Decision(s)
3	<p>Tim Sizemore - Chairperson</p> <p>David reported on Tim Sizemore's behalf. Tim had produced an updated Status Report of the KEN Functional Requirements Gathering for today's meeting. The report indicated that we are almost done collecting information for functional needs assessment and Tim will continue to send emails to solicit responses from remaining agencies.</p> <p>There will be a CORE WORKGROUP within the Network Subcommittee consisting of Doyle Friskney, Tim Sizemore, Brad Watkins, Phil Duvall, and others as they are designated. This small group would be going to meetings to speak and report on behalf of the entire Network Subcommittee.</p>	<p>CPE/KYVU should be changed to just ADULT ED on this report; and we need to get Adult Ed. information from Stuart Johnston.</p>

Item:	Applications Subcommittee	Decision(s)
4	<p>Miko Patti – Chairperson</p> <p>Miko handed out an Applications Matrix that she had designed. She'd like each agency to review this and respond with information regarding each application listed. Please provide Miko with anything that you think should be added to the list. Miko said that we will need a summary of the needs, then prioritize them, and also identify any deadlines or target dates for funding purposes.</p> <p>We still haven't received all the names to make up our Applications Subcommittee. Here is the list so far.....</p> <p><u>Applications Subcommittee</u> Glenn Thomas – COT Vibhas Chandrachood – COT Charles McGrew – KYVU Myk Garn – KYVU Virginia Moore – KCDHH Charlotte Chowning – KDE Doyle Friskney – CPE</p>	<p>This subcommittee will need to be formed as soon as possible in order for them to complete the matrix and report back to this committee. This matrix should be completed so that it can be presented at the A & R meeting on Sept. 28th. (<i>This date is tentative</i>)</p> <p>Miko will contact the nominees.</p>

	Liz Stafford – Education Cab. Chris Cross – Education Cab. Scott Smith – EPSB Valerie Armstrong – EPSB	
Item:	Program Manager	Decision(s)
5	<p>It has been suggested that we contract two full time employees, with Joe Mefford in the Program Manager position. Joe is currently working at ConnectKy and has experience in this line of work. The Program Manager will be separate from the Project Managers. The Program Manager will lead the projects, handle the administrative functions, communications, reporting back to this committee, ect....</p> <p>It is probable that we can contract through ConnectKy directly, with the task order from KDE.</p>	<p>Ann will bring this suggestion to Sec. Fox for approval. We may need a dollar proposal to take to Sec. Fox. Brian Mefford will provide the necessary information.</p> <p>Mike Inman will talk to Dan Abner w/ Procurement to ensure that we are able to do this.</p>
Item:	Open Discussion	Decision(s)
6		

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
Next IT Coordination Meeting is 8/23/06	

KPID = Key Point(s) Influencing Decision (e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.) will be noted as and if they apply to individual decisions.